



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

January 14, 2004

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

RECORDS MANAGEMENT - FOURTH STATUS REPORT

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Additionally, on March 4, 2003, your Board instructed my Office to review and issue instructions on electronic distribution methods for all interdepartmental correspondence and to provide recommendations for eliminating any periodic Board reports that may have outlived their usefulness.

As we reported on August 27, 2003, County departments/entities are completing a four part survey to address the above orders. Responses continue to be provided on a flow basis, and the current status, as summarized on Attachment I, is as follows:

- 32 departments or other entities have completed the entire survey;
- 10 have completed portions of the survey and requested time extensions, primarily to complete the detailed inventory of records;
- Two are providing expansions to inventories already submitted; and
- One has not responded.

In addition to the survey, a Records Management Task Force including my Office, the Chief Information Office, Health Services, the Public Defender, Internal Services, the Executive Office of the Board of Supervisors, County Counsel, Registrar-Recorder/County Clerk, the Public Library, Office of Public Safety, Public Social Services, and the Historical Landmarks/Records Commission held their first meeting on September 17, 2003. The task force will be undertaking the planning of a

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County Historical Records Symposium scheduled for March 19, 2004 at the County Museum of Natural History. The Symposium is being financed through a grant from the Haynes Foundation and will include representatives from County departments and the historical community. More information on the Symposium will follow.

Also as a result of the March 4, 2003 Board order, some Board staff members have elected to have the Board Agenda, the Statements of Proceedings, and the State and Federal Legislative Updates to be transmitted electronically rather than in hard copy format. This procedure will take affect in January 2004.

Additionally, since our last status report, the Community Development Commission has recommended discontinuance of periodic Board-ordered reports as follows:

Board Order Date	Subject of Board Ordered Report	Reporting Schedule	Recommendation
February 8, 2000	Section 8 Report on Reinstatement Cases	Quarterly	Discontinue due to the lack of activity.
December 5, 2000	Status of Bonding Industry Set-Aside Funds	Bi-Monthly	Discontinue due to the lack of activity.

My Office concurs with the Community Development Commission's recommendations and unless otherwise requested by your Board, these reports will be discontinued immediately.

Finally, to augment the inventory effort, our Office will be circulating a survey to County departments and building proprietors this month to inventory photos, artwork, special collections, and sculptures that are not under the purview of the Natural History Museum or the Museum of Art.

We are targeting our next update to your Board for April after the Symposium. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact Dorothea Park of this office at (213) 974-1319 or at dpark@cao.co.la.ca.us.

DEJ:LS
MKZ:DSP:nl

Attachment
c: All Department Heads

COUNTY RECORDS MANAGEMENT

Department	Comments
Administrative Office, Chief	Completed
Affirmative Action Compliance Office	Completed
Agricultural Commissioner/Weights and Measures	Completed
Alternative Public Defender	Completed
Animal Care and Control	Completed
Assessor	Completed
Auditor-Controller	Completed
Beaches and Harbors	Inventory to CAO for review by 3/31/04
Board of Supervisors – Exec Office	Completed
Arts Commission	Completed
CCJCC	Completed
Children's Planning Council	Completed
Commission for Children and Families	Completed
Chief Information Officer	Completed
Child Support Services	Completed
Children and Family Services	Inventory to CAO for review by 2/27/04
Community Development Commission	Completed
Community and Senior Services	Inventory to CAO for review by 3/31/04
Consumer Affairs	Completed
Coroner	Completed
County Counsel	Completed
District Attorney	Inventory to CAO for review by 1/16/04
Fire	Completed
Health Services	Inventory to CAO for review by 3/31/04
Human Relations Commission	Completed
Human Resources	Completed
Human Resources – Office of Public Safety	Completed
Internal Services	Inventory to CAO for review by 1/30/04
Mental Health	Inventory to CAO for review by 1/30/04
Military and Veterans Affairs	Completed
Museum of Art	Completed
Museum of Natural History	Inventory expansion to CAO for review by 2/27/04
Music Center	No Response
Ombudsman	Completed
Parks and Recreation	Inventory expansion to CAO for review by 1/23/04
Probation Department	Completed
Public Defender	Completed
Public Library	Inventory to CAO for review by 1/16/04
Public Social Services	Inventory to CAO for review by 1/30/04
Public Works	Inventory to CAO for review by 1/16/04
Regional Planning	Completed
Registrar-Recorder/County Clerk	Completed
Sheriff	Completed
Superior Court	Completed
Treasurer and Tax Collector	Completed

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